

STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES



OPEN SPOT EXAMINATION FOR
MOTOR VEHICLE TECHNICIAN

MONTHLY SALARY RANGE A \$2180 - \$2648
RANGE B \$2348 - \$2855

1MV39

FILE IN PERSON

File in Person Date: June 23, 2001

WRITTEN / VIDEO
TEST DATE

July 21, 2001

Candidates who meet the requirements for admittance (minimum qualifications), will be mailed a Notice of Testing to inform the candidates of the date, time and location of testing.

The written and video tests will be administered on the same day.
(Allow approximately four hours for this exam.)

WHO MAY APPLY

Persons who meet the minimum qualifications as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.

HOW TO APPLY

Appear in person between 8:00 a.m. and 5:00 p.m. at the File in Person site shown below:

Department of Motor Vehicles
Department Training Center
Annex (Front of Building)
2120 Broadway
Sacramento, CA 95818

Note to DMV Employees:
DMV promotional candidates should apply to take the MVT promotional exam with Final File Date of June 28, 2001. (See separate bulletin for details).

Bring a completed State of California Application for Examination (STD 678) to the File in Person site. Applications will also be available for completion at the site.

After the application is completed and submitted it will be reviewed immediately to determine if the minimum qualifications have been met.

The File-In-Person will be held outside. Please dress accordingly.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

APPLICATIONS WILL NOT BE ACCEPTED BY MAIL.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the *written/video test date*.

The following patterns may be combined proportionately, when applicable, to meet the overall experience requirement:

Either I

In the California state service, one year of experience at a level of responsibility equivalent to Office Assistant II.

Or II

Experience: One year of experience in a governmental or private agency performing duties of a public contact nature and which provides familiarity with the regulations and policies of the State of California governing the licensing of drivers and the registration of vehicles and vessels. (Experience in the California state service applied toward this requirement must include at least six months in a class with a level of responsibility equivalent to Office Assistant II.)

DEFINITION OF TERMS

“...at a level of responsibility equivalent to...”

For this requirement, the applicant must have State service experience of appropriate type and length in a class at substantially the same (or a higher) level of responsibility as the class specified.

See reverse side for additional information.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL, SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MOTOR VEHICLE TECHNICIAN

CZ92-1899 DP/AS

POSITION
DESCRIPTION AND
LOCATION

A Motor Vehicle Technician, under direction, applies and explains the more difficult provisions of the Vehicle Code and other laws, policies and procedures pertaining to the licensing of drivers, registration of vehicles and vessels, licensing of vehicle dealers, manufacturers and dismantlers, investigation of alleged illegal activities; analyzes and processes documents related to the more complex activities described above and does other related work as required.

Positions exist in Sacramento only.
The written test and video test will be conducted in Sacramento only.

EXAMINATION
INFORMATION

This examination will consist of a written test weighted 40.00% and a video test weighted 60.00%. Candidates must achieve a passing score on both the written and video test components, and attain an overall score of 70.00% to be placed on the eligible list.

WRITTEN TEST - WEIGHTED 40.00%

SCOPE:
A. Ability to:
1. Read, analyze and apply job related materials.

VIDEO TEST - WEIGHTED 60.00%

SCOPE:
A. Ability to:
1. Communicate effectively in dealing with the public.
2. Be thorough and accurate.

ELIGIBLE LIST
INFORMATION

A departmental open list will be established for the Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

VETERANS AND
CAREER POINTS

Veterans preference points will be added to the final score of all open competitors in this examination who qualify for, and have requested, these points and who are successful in all part(s) of the examination. (See “General Information” on this bulletin for more information regarding veterans preference points.)

Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Motor Vehicles, Selection Services Unit (916) 657-7713 three days prior to the written test date if the candidate has not received a Notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection Services Unit (916) 657-7713 three weeks after the final file date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

Rule 235: An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non disability retirement or removal for cause.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local

school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired
from TDD Phones: 1-800-735-2929
from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

MOTOR VEHICLE TECHNICIAN			BULLETIN RELEASE DATE: JUNE 7, 2001
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